



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

October 29, 2024

REQUEST FOR PRICE QUOTATION (RFQ)

Please quote your lowest price, inclusive of taxes on the item/s listed below, not higher than **Ninety One Thousand Six Hundred Four Pesos and Twenty Six Centavos (P 91,604.26)** being the Approved Budget for the Contract (ABC) and submit the signed and sealed quotation to the Office of the BAC Chair, thru the Receiving Section of the SDO, **on or before November 04, 2024; 10:00 am**. Quotations higher than the ABC shall be rejected.

For more information, please contact **Ms. Lourdes V. Rodilla/Mr. Joseph D. Nilo/Ms. Joiche I. Luna**, BAC Secretariat Members at Tel. No. (02) 8829-2308 loc. 129/120 or at sdomuntinlupabacsec@gmail.com.


MA. REGAELE A. OLARTE
BAC Chairperson

Item No	Qty.	Unit	Item Description	PRICE		
				ABC	QUOTE	
					Unit	Total
LOT 1						
OFFICE SUPPLIES AND MATERIALS FOR THE UTILIZATION OF FUND FOR ALTERNATIVE LEARNING SYSTEM PROGRAM SUPPORT FUND (ALS -PSF)						
1	2	piece	Puncher, 2 hole for 40 sheets 7 cm	₱ 360.00		
2	70	ream	A4 Bond Paper, 80 gsm	₱ 19,950.00		
3	70	ream	Long Bond Paper, 80 gsm	₱ 21,700.00		
4	50	ream	Short Bond Paper, 70 gsm	₱ 9,250.00		
5	100	piece	Expandable Folder, Pressboard, A4 Green	₱ 2,500.00		
6	100	piece	Expandable Folder, Pressboard, Long Blue	₱ 2,500.00		
7	100	piece	Expandable Envelope, Brown, Long	₱ 2,500.00		
8	6	bottle	Ink for Canon Printer GI-790 (M, Y, CY), 2 bottles per color	₱ 2,340.00		
9	2	bottle	Ink for Canon Printer GI-790 (BK)	₱ 1,300.00		
10	20	piece	Masking Tape 24 mm	₱ 560.00		
11	3	piece	Scissor (6" Heavy Duty stainless)	₱ 450.00		
12	10	Box	Staple Wire 23/10	₱ 380.00		
13	2	piece	Sharpener for Pencil, (Desktop Heavy Duty)	₱ 760.00		
14	10	piece	Correction Tape CT 508 (5mmx8m)	₱ 550.00		
15	10	piece	Transparent Tape 48 mm x 80m	₱ 850.00		
16	11	piece	Transparent Tape 24 mm x 30m	₱ 198.00		
17	10	piece	Ring Binder Large, Thick, black	₱ 880.00		
18	18	pack	Board Paper Velum, White, A4, 100 gsm, 10 sheets/pack	₱ 756.00		

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LOT 1						
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19	60	pack	Board Paper Velum, White, Short, 100 gsm, 10 sheets/pack	₱ 2,400.00		
20	10	pack	PVC Clear Cover, A4, 100 sheets/pack	₱ 7,500.00		
21	10	pack	Paper Binding Cover, Morocco, 230g, 100 sheets/pack	₱ 6,500.00		
22	18	pack	Parchment Paper, A4, 10 sheets/pack	₱ 684.00		
23	30	piece	Glue Stick Small	₱ 330.00		
24	5	set	Epson Ink 003 (one set)	₱ 6,400.00		
25	1	piece	Ballpen	₱ 6.26		
				₱ 91,604.26		
Terms of Payment: Payment shall be made by the Procuring Entity through Land Bank's LDDAP-ADA/Bank Transfer Facility or through Land Bank's cheque whichever is the preferred payment of the supplier, not later than sixty (60) days after submission of an invoice or claim by the Supplier. Bank Transfer fee shall be charged against the creditor's account.						
Contract Duration			7 Calendar Days			
Mayor's Permit No: Issued on: Issued at:			Contact Number: Landline No.: Mobile No.:			
SEC/CDA/DTI Registration No.:			Name of Owner / Authorized Representative:			
PhilGEPS Registration No.:			Signature:			

Important Terms

Each supplier shall fill-up this Request for Price Quotation Form with the following attachments:

- photocopy of the valid Business Permit/Mayor's Permit
- photocopy of PhilGEPS Registration
- photocopy of SEC/DTI/CDA Registration

All technical specifications are mandatory. Suppliers shall indicate the brand, model, and complete specification of the offered commodity. The form must be signed by the owner/ authorized representative. **Should there be submission of a separate quotation with a different declared amount, the quote in the RFQ prevails.**

Failure or non-compliance with the above-cited pre-requisites shall be grounds for the supplier's disqualification.